



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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SECNAVINST 5061.12C CH-1  
ASN(M&RA)/OCPM 122 (R)  
15 Apr 1985

SECNAV INSTRUCTION 5061.12C

From: Secretary of the Navy

Subj: HONORARY AWARDS TO PRIVATE CITIZENS AND ORGANIZATIONS

1. Purpose. To provide information concerning subject awards and prescribe the criteria and nominating procedures for the awards.

2. Cancellation. SECNAVINST 5061.12B

3. General

a. Awards under this instruction will be granted to private citizens and organizations for public service contributions. These awards will not be granted routinely to successive individuals or organizations performing the same service. Awards will be recommended and approved only after consideration of the significance and merits of the contributions made in each case. Under no circumstances will individuals or organizations be advised that they are under consideration for an award, nor will a nominating or endorsing official anticipate approval of a nomination by setting a presentation date in advance of final action.

b. Awards authorized under this instruction apply to:

(1) Individuals or groups who are not employed by the Department of the Navy (DON) or who were not so employed during the period for which the award is recommended.

(2) Senior DON officials in noncareer or appointive positions.

c. The contribution to be recognized must have occurred within the five-year period preceding the date of nomination.

d. Persons or organizations having a commercial or profit-making relationship with the Department of Defense (DOD) or with a DOD component are ineligible for recognition unless it is shown that:

(1) The contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship. (R)

(2) The recognition is clearly in the public interest. (A)

Enclosure (1)

22 SEP 1987

e. Civilian personnel of DON who are eligible for recognition per Civilian Personnel Instruction (CPI) 451, Incentive Awards, are not eligible for recognition under this instruction.

#### 4. Awards and Other Recognition

a. Department of the Navy Distinguished Public Service Award. Granted by the Secretary of the Navy (SECNAV) this is the highest form of public service recognition bestowed by DON. It consists of a gold medal, miniature medal, lapel bar, rosette, and a certificate signed by SECNAV. Nominations for this award will be limited to those extraordinary cases where individuals have demonstrated exceptionally outstanding service of substantial and long term benefit to the Navy, Marine Corps, or as DON as a whole. The award may also be approved for specific courageous or heroic acts bearing directly on the accomplishment of the DON mission. Nominations for this award are to be submitted through the administrative chain of command and the Assistant Secretary of the Navy (Manpower and Reserve Affairs) to SECNAV.

b. Department of the Navy Superior Public Service Award. Granted by SECNAV, this is the second most prestigious public service award bestowed on individuals by DON. It consists of a silver medal, miniature medal, lapel bar, rosette, and a certificate signed by SECNAV. This form of recognition is granted for significant contributions having broad impact. Such contributions, while not necessarily affecting the entire DON, must have substantially benefitted a major organizational element or a large geographic area.

c. Department of the Navy Meritorious Public Service Award. The third highest form of public service recognition granted by DON, this award is granted by SECNAV, Chief of Naval Operations, Commandant of the Marine Corps and fleet commanders-in-chief. It consists of a bronze medal, miniature medal, lapel bar, rosette and a certificate signed by the awarding authority. The basis for this award is a significant contribution with substantial impact upon a given activity (e.g., Norfolk Naval Shipyard) or a specific geographical location (e.g., San Diego).

d. Department of the Navy Certificate of Commendation. This award is granted by SECNAV to the members of special committees or groups who have performed outstanding service for DON over a considerable period of time. It is granted for group achievement and not for the outstanding contributions of only a single member. The award consists of a certificate signed by SECNAV.

Normally, the certificate will be presented to each member of the group. To justify the award, work of the committee or group must have a significant, material beneficial effect on the overall mission of the Navy, Marine Corps, or the Department of the Navy.

(R)

e. Department of the Navy Certificate of Merit. Granted by the Secretary of the Navy, this award is presented to corporations, associations, or other groups for outstanding services to the Department of the Navy in connection with a single project, program or other effort. It will be granted for company, group, or association achievement and not for the outstanding contributions of only a single member. The award consists of a certificate signed by the Secretary of the Navy. To justify the award, the results of the project, program, or other effort must have been significantly beneficial to the accomplishment of the overall mission of the Navy, Marine Corps, or the Department of the Navy.

(R)

(R)

f. Department of Defense Medal for Distinguished Public Service. This award is granted by the Secretary of Defense to a civilian who at any time since enactment of the National Security Act in 1947 has performed exceptionally meritorious service of significance to the Department of Defense as a whole; or such extraordinary service or assistance to the Department of the Navy, at considerable personal sacrifice and inconvenience, that recognition by the Secretary of Defense is warranted. The award consists of a gold medal, rosette, and a citation signed by the Secretary of Defense.

g. Presidential Medal of Freedom. This award may be granted by the President of the United States to any person who has made an especially meritorious contribution to:

(1) the security or national interest of the United States, or

(2) world peace, or

(3) cultural or other significant public or private endeavors.

The award consists of a medal, miniature medal, ribbon, and lapel emblem.

h. Presidential Citizens Medal. This award may be granted by the President of the United States to any citizen of the United States who has performed exemplary deeds of service for his/her country or his/her fellow citizens. The award consists of a medal, ribbon, and citation.

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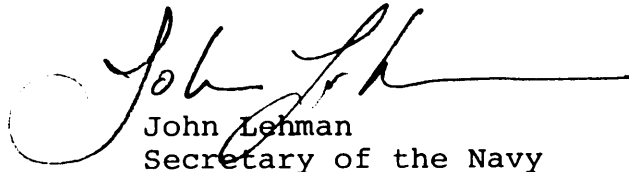
5. Award Nominating Procedures.

a. Nominations for all awards are to be submitted through the administrative chain of command to the awarding authority.

b. For awards granted by the Secretary of the Navy or nominated to the Secretary of Defense, the Assistant Secretary of the Navy (Manpower and Reserve Affairs) will make recommendations to the Secretary of the Navy based on review by the Department of the Navy Incentive Awards Board.

c. Nominations must include a complete description of the service rendered. For Government-sponsored work, nominations must specify the degree to which the contribution exceeded the normal requirements of the individual or company nominated.

For individuals, the nominee's citizenship, birthplace, home address, position and name of employer during the period of the public service are to be included. If the nomination is for a company with pending claims against the Department of the Navy or the Department of Defense, an explanation of such claims must be included. A proposed citation not exceeding 90 words, which provides specific examples of the service performed, will be appended to the nomination.



John Lehman  
Secretary of the Navy

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